

Employee Post-Travel Disclosure of Travel Expenses

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

Date/Time Stamp:
SECRETARY OF THE S:
17 SEP 15 PM 3:

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
- ☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Jobs for the Future

Private Sponsor(s) (list all): _____

Travel date(s): 8/29/2017 - 8/31/2017

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$545.75	\$180.00	\$105.27	N/A
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): The purpose of the site visit to Eastern Kentucky was to examine high quality and innovative education and workforce

development programs in a rural, economically distressed region of the U.S. Please see attachment 1 for more detail.

9/15/2017
(Date)

Jake Baker
(Printed name of traveler)


(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

9/15/17
(Date)

Lamar Alexander
(Signature of Supervising Senator/Officer)

Attachment #1

Provide a description of all meetings and events attended:

The purpose of the site visit to Eastern Kentucky was to examine high quality and innovative education and workforce development programs in a rural, economically distressed region of the U.S. On the trip staff met with officials from the region's workforce development, community college, and economic development systems. Staff talked with students and with employers learning about Eastern Kentucky's SOAR initiative designed to integrate its economic, workforce development, and technology efforts. They met with students from the linemen training program at Hazard Community and Technical College; with state officials from Kentucky who described their efforts to align education, workforce, economic development and poverty alleviation programs. They also visited the Hazard, KY One-stop Career Center and later met with employers and workers at BitSource, a new business venture where former coal miners are being trained for coding jobs. Over a dinner meeting, staff heard about the region's efforts to address the opioid addiction problem, and heard from a former governor of Kentucky who discussed the economic needs of the region. Finally, the visit concluded with an on-site meeting at the Eastern Kentucky Manufacturing Institute where staff met with manufacturing and economic development officials about how they are attempting to attract and train employers for new businesses in the region.

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Jobs for the Future (JFF).
2. Description of the trip: JFF Congressional Staff Network Site Visit to Eastern Kentucky to examine high quality and innovative education and workforce training programs that focus on the economic needs of the state, the region, its employers and its people. See attachment one for more detail.
3. Dates of travel: August 29, 2017 - August 31, 2017
4. Place of travel: Eastern Kentucky (Middlesboro, Benham, Hazard, Pikeville and Paintsville).
5. Name and title of Senate invitees: See attachment one.
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment of the trip.*

~~OR~~

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment of the trip (see questions 6 and 10).*

~~OR~~

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

N/A

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

JFF selects sites and topics around which to base site visits and forums, taking into account congressional staff interest, the

quality of programming and whether or not these programs have a relationship to workforce development and education policy.

JFF develops and executes the agenda; arranges logistics for the trip; and communicates with the staff. See attachment one for

13. *more details.* Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

JFF is interested in the development of education, training and supportive policies that expand opportunities for low income and

disconnected youth and adults to attain the education, training and credentials necessary to find good jobs and family sustainable

careers. The purpose of this trip is to examine high quality and innovative education and workforce programs that focus on economic

14. *needs of the state. See attachment one for more details.* Briefly describe each sponsor's prior history of sponsoring congressional trips:

JFF has planned trips for the Congressional Network on Workforce Development and Economic Security for over eight years.

See attachment one for more detail.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

JFF works with partners around the country to design and drive the adoption of education and career pathways leading to

college, career readiness and career advancements for those struggling in today's economy. See attachment one for more detail.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$500.75 - \$545.40 (Includes all travel, airfare and ground transportation. See attachment two for more detail)	\$180.00 (Over two nights, See attachment two for more detail)	\$125.00 (Per person, over three days. See attachment two for more detail)	N/A

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

b) The trip involves events that are arranged or organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

JFF selected Eastern Kentucky for this year's visit. The region has been hard hit economically because of a significant

decline in their main industry and we are interested in learning how the region is responding to these challenges. See attachment one for more detail.

19. Name and location of hotel or other lodging facility:

Benham Schoolhouse Inn: 100 Central Ave, Benham KY 40807

Pikeville Hilton Garden Inn: 849 Hambley Blvd, Pikeville KY 41501

20. Reason(s) for selecting hotel or other lodging facility:

The hotels were chosen due to their location and fair pricing. See attachment two for more details.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:
The lodging and meal expenses ^{are equal to or less than} ~~align with~~ federal government travel per diem. See attachment ~~two~~ ^{for more details.}

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

There will be coach airfare travel.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: Marla K. Flynn

Name and Title: Marla Flynn, CEO

Name of Organization: Jobs for the Future

Address: 122 C st NW Washington, D.C. 20001

Telephone Number: 617-728-4446

Fax Number: _____

E-mail Address: mflynn@jff.org

Attachment 1.

Congressional Staff Network for Workforce and Economic Security Issues August 29, 2017 – August 31, 2017 Site Visit to Eastern Kentucky

Question #2: Description of the Trip

Purpose of the Trip and Mission of the Sponsor. Jobs for the Future is interested in the development of education, training and supportive programs and policies that expand opportunities for low income and disconnected youth and adults to attain the education, training and credentials necessary to find good jobs and family sustain careers. JFF's work is informed by research, analysis, and best practice. The purpose of this trip is to examine high quality and innovative education and workforce training programs that focus on the economic needs of the state, the Eastern Kentucky region, its employers and its people. Staff will see innovative programs that meet the skill needs of the region's critical industries, talk with students, teachers, state and local officials and employers who are involved in the development and in carrying out these programs.

Question #5 Senate Staff:

Senate staff have been invited as a result of their work on education and workforce development issues. All have primary responsibility over these federal issues in their offices. The site visit will highlight the successes and challenges of the education and workforce programs in Kentucky, specifically in the state's Eastern region.

Jake Baker, Professional Staff, Senate HELP Committee

Diane Browning, Legislative Assistant, Office of Senator Hatch

Manuel Contreras, Legislative Aide, Senate HELP Committee

Lauren Marshall, Legislative Assistant, Office of Senator Warner

Bryce McKibben, Policy Advisor, Senate HELP Committee

Karishma Merchant, Legislative Assistant, Office of Senator Kalne

Question #12: Role of Sponsor

Role of Sponsor. Jobs for the Future (JFF) selects sites and topics of interest around which to base site visits and forums, taking into account congressional staff interest, the quality of programming, and whether or not these programs have a relationship to workforce development and education policy. JFF develops and executes the agenda; arranges logistics for the trip; and communicates with the staff. The Joyce Foundation provides a grant to Jobs for the Future to convene the Congressional Staff Network on Workforce and

Economic Security Issues – see attached letter for more information about the Joyce Foundation.

Question #13: Mission of Sponsor

Purpose of the Trip and Mission of the Sponsor. Jobs for the Future is interested in the development of education, training and supportive programs and policies that expand opportunities for low income and disconnected youth and adults to attain the education, training and credentials necessary to find good jobs and family sustainable careers. JFF's work is informed by research, analysis, and best practice. The purpose of this trip is to examine high quality and innovative education and workforce training programs that focus on the economic needs of the state, the Eastern Kentucky region, its employers and its people. Staff will see innovative programs that meet the skill needs of the region's critical industries, talk with students, teachers, state and local officials and employers who are involved in the development and in carrying out these programs.

Question #14: History of Sponsor

History Carrying out Site Visits. Jobs for the Future has carried out the Congressional Network on Workforce Development and Economic Security for over eight years. As part of that work we have held numerous local forums and conducted multiple site visits where senior congressional staff have the opportunity to see high quality workforce programs and learn from experts and practitioners on the ground, about the impact of federal policy in their fields of responsibility. Our visits have included programs in: Charlotte, NC; Bridgeport, CT; Cincinnati, OH; Madison, WI; Philadelphia, PA; Detroit, MI, Wichita, KS, Nashville, TN and Seattle, WA. The purpose of these trips (and the Network) is to provide in-depth learning opportunities for staff on workforce, education, and economic security issues.

Question #15: Educational Activities of Sponsor

Other Education Activities. JFF works with partners around the country to design and drive the adoption of education and career pathways leading to college, career readiness and career advancements for those struggling to succeed in today's economy. In more than 100 communities across 39 states, JFF improves the pathways leading from high school to college to family-sustaining careers.

Question #18: Location

Reason for Selecting Location: JFF selected Eastern Kentucky for this year's visit because the region has been very hard hit economically because of a significant decline in the region's main industry – coal mining. With an economy historically dependent on coal, and a geographic region that is extremely rural, this area has many challenges that state and local leaders are working hard to address. The visit will shed light on the region's economic and workforce challenges and also inform participants of the state's plans for stimulating

economic development, addressing their education and skills deficits of its workers, increasing employment rates, and alleviating poverty in the region.

Attachment 2: Good Faith Estimates for Senate Staff Travel and Meal Expenses

Airfares: Each individual's flight was \$395.75 - \$440.40 round-trip.

On the ground travel estimates: Transportation (via bus) for two and a half days of site visits: \$3,150 divided by 30 people = Approx. \$105 each.

Lodging: Benham Schoolhouse Inn (August 29th): \$89.00 per person
Pikeville Hilton Garden Inn (August 30th): \$91.00 per person

*Prices fall within government per diem rates.

Meals: Will meet government per diem rates of \$38.25 on first and last day of travel and \$51.00 for the second day of the trip.

06-07-2019

Fm: Mary Clagett, Director for National Workforce Policy, Jobs for the Future

This letter is written to clarify the roles that Jobs for the Future and The Joyce Foundation play in carrying out the work of the Congressional Staff Network on Workforce and Economic Security Issues; and specifically in carrying out the Network's August 29-31 Site Visit to eastern Kentucky.

The Joyce Foundation does not employ or retain a lobbyist; and as noted in the Ethics Committee trip form, no lobbyists have been involved in the development or in support of this site visit.

Thank you for the opportunity to provide this clarification about the role of The Joyce Foundation in support of the Congressional Staff Network on Workforce and Economic Security Issues and its August 29-31 site visit to eastern Kentucky.

Mary Clagett
Director for National Workforce Policy

CONGRESSIONAL STAFF NETWORK DELEGATION

August 29, 2017 – August 31, 2017
Eastern Kentucky

PARTICIPANT LIST

Congressional Staff Participants

Jake Baker
Professional Staff Member
Senate HELP Committee
Jake_baker@help.senate.gov

Hillary Beard
Legislative Assistant
Rep. Terri Sewell
Hillary.beard@mail.house.gov

Dianne Browning
Professional Staff Member
Senator Orrin Hatch
Dianne_Browning@Hatch.senate.gov

Emily Buckman
Senior Legislative Assistant
House Education and Workforce Committee
Emily.buckman@mail.house.gov

Manuel Contreras
Legislative Aide
Senate HELP Committee
Manuel_Contreras@help.senate.gov

Rosemary Lahasky
Professional Staff Member
House Ways and Means Committee
Rosemary.lahasky@mail.house.gov

Lauren Marshall
Legislative Correspondent
Senator Mark Warner
Lauren_Marshall@warner.senate.gov

Ryan Martin
Professional Staff
House Ways and Means Committee
Ryan.martin@mail.house.gov

Bryce McKibben
Policy Advisor
Senate HELP Committee
Bryce_McKibben@help.senate.gov

Karishma Merchant
Legislative Assistant
Senator Tim Kaine
karishma_merchant@kaine.senate.gov

Clay Montgomery
Senior Legislative Assistant
Representative Hal Rogers
Clay.montgomery@mail.house.gov

Alexander Payne
Education Policy Advisor
House Education and Workforce Committee
Alex.payne@mail.house.gov

Armita Pedramrazi
Legislative Assistant
Representative Susan Davis
Armita.pedramrazi@mail.house.gov

James Redstone
Professional Staff Member
House Education and Workforce Committee
James.redstone@mail.house.gov

Emily Slack
Professional Staff Member
House Education and Workforce Committee
emily.slack@mail.house.gov

Congressional Research Service

David Bradley
Specialist in Labor Economics
dbradley@crs.loc.gov

Benjamin Collins
Analyst in Labor Policy
bcollins@crs.loc.gov

Boris Granovskiy
Analyst in Education Policy
bgranovskiy@crs.loc.gov

William Morton
Analyst in Income Security
wmorton@crs.loc.gov

Eastern Kentucky State Participants

Trish Adams
Industry Liaison
Eastern Kentucky Concentrated Employment
Program (EKCEP)
tadams@ekcep.org

Dr. Vic Adams
President
Southeast Kentucky Community and Technical
College (SKCTC)
Vic.adams@kctcs.edu

Frank Allen
Chairman of the Board
Appalachian Wildlife Center

Jared Arnett
Executive Director
Shaping Our Appalachian Region Inc.
jared@soar-ky.org

Dr. Bruce Ayers
Past President
Southeast Kentucky Community and Technical
College (SKCTC)
Bruce.ayers@kctcs.edu

Allison Baker
Outreach Coordinator
Appalachian Regional Healthcare

Shane Baker
Field Representative
Department of Local Government
Office of the Governor

Josh Benton
Executive Director
Workforce Development
KY Cabinet for economic development

Sonya Bergman
Systems HR Director
Appalachian Regional Healthcare

Jay Box
President
Kentucky Community and Technical College
System (KCTCS)
Jay.box@kctcs.edu

Hon. Albey Brock
Bell County Judge Executive
brock@bcje.com

Matt Brown
Chief of Staff to the CEO
Addiction Recover Care

Paul Bryant
Assistant to the President
SKCTC

Betsy Clemons
Executive Director
Hazard/Perry Co. Chamber of Commerce

Carlos Cameron
Field Representative
Congressman Hal Rogers...

Sherri Clark
Director of Workforce Solutions
SKCTC

Jacob Colley
American Electric Power

Beth Davisson
Executive Director of the Workforce Center
KY Chamber

Frank Dawahara
Eastern Telephone & Technologies

Sandy Dunahoo
Commissioner
Department of Local Government
Office of the Governor

Dr. Michelle Dykes-Anderson
Vice President of Institutional Advancement
SKCTC

Erica Farmer-Miller
Paths 2 Promise Coordinator
SKCTC

Dianna Fuson
Ready to Work Coordinator
SKCTC

Tonita Goodwin
Executive Director
Hazard/Perry Co.
Economic Development Alliance

Hal Heiner
Cabinet Secretary
Education and Workforce Development
Hal.heiner@ky.gov

Andy Hightower
Senior Policy Advisor
Governor's Education & Workforce Cabinet
Andy.hightower@ky.gov

Adam Rice
Field Representative
Congressman Hal Rogers

Regena Jones
Field Representative
Senator Rand Paul

Rusty Justice
Founder
BitSource
Info@bitsourceky.com

Janice Bradford King
Manager
Community Trust Bank

Rick King
Chief Legal Council
Appalachian Regional Healthcare

Beth Kuhn
Commissioner
Kentucky Department of Workforce Investment
Beth.kuhn@ky.gov

Dr. Jennifer Lindon
President
Hazard Community and Technical College
Jennifer.lindon@kctcs.edu

Mayor Jimmy Lindon
City of Hazard

David Ledford
President/CEO
Appalachian Wildlife Foundation

Andrea Massey
Read to Work Coordinator
SKCTC

Donna McClure
Field Representative
Senator Mitch McConnell

Adam Meier
Deputy Chief of Staff for Policy
Kentucky Governor's Office
Adam.meier@ky.gov

Dr. Joel Michaelis
Vice President of Academic Affairs
SKCTC

Eric Mills
Chief Strategy Officer
Addiction Recovery Care

Andrea Morgan-Begley
Field Representative
Congressman Hal Rogers

Hon. Dan Mosley
Harlan County Judge Executive
Dan.mosley@harlanonline.net

Dr. Rebecca Parrott
Vice President of Student Affairs
SKCTC

Judi Patton
Wife of Paul Patton

Paul Patton
Former Governor of Kentucky, Chancellor
University of Pikeville College
pep@upike.edu

Tim Robinson
CEO
Addiction Recovery Care, LLC

Chuck Sexton
CEO
One East Kentucky

Angela Simpson
Vice President of Financial Affairs
SKCTC

Janet Slayden
Associate Administrative Leadership
KY Council on Postsecondary Ed.

Jason Slone
Regional Manager
Office of Employment & Training

Reecie Stagnolla
Vice President for Adult Education
Kentucky Council on Postsecondary Education
Reecie.stagnolla@ky.gov

Robert Stivers
Kentucky State Senate President
Clay County
Robert.stivers@lrc.ky.gov

Dr. Carolyn Sundy
Vice President of Diversity and Inclusion
SKCTC

Kathy Walker
CEO
eKentucky Advanced Manufacturing Institute
(eKAMI)

Darren West
Board Member
EKCEP

Jeff Whitehead
Executive Director
Eastern Kentucky Concentrated Employment
Program (EKCEP)
jwhitehead@ekcep.org

Joyce Foundation Participants

Sameer Gadkaree
Senior Program Officer
SGadkaree@joycefdn.org

Jobs for the Future Participants

Lexi Barrett
Director for Education Policy
lbarrett@jff.org

Mary Clagett
Director for Workforce Policy
mclagett@jff.org

Erica Cuevas
Policy Manager
ecuevas@jff.org

Mindy Martin
Events Director
mmartin@jff.org

Taylor Maag
Graduate Intern
Tmaag-intern@jff.org



CONGRESSIONAL STAFF NETWORK
ON WORKFORCE AND ECONOMIC SECURITY

AGENDA

August 29-31, 2017
Site Visit to Eastern Kentucky

Tuesday, August 29

Eastern Kentucky Challenges and Outlook

7:07 AM	Depart DCA -- American Flight 4343
8:56 AM	Arrive Knoxville, TN
9:30 AM	Board Bus at Airport
9:30 – 11:30 AM	Travel to Southeast Kentucky Community and Technical College (SKCTS) – 100 College Rd. Middlesboro, KY 40965 <ul style="list-style-type: none">• Documentary on Eastern Kentucky's Economy After Coal
12:00 – 2:00 PM	SKCTS Welcome, Lunch Meeting, and Tour Introduction to Challenges and Opportunities in Eastern Kentucky and to Promising Programs including: Accelerating Opportunity Kentucky; TANF Program at SKCTS; Employment in Tourism in E KY <ul style="list-style-type: none">• Jeff Whitehead, Executive Director, Eastern Kentucky Concentrated Employment Program (EKCEP)• Dr. Vic Adams – President, SKCTS• Hon. Albey Brock – Bell County Judge Executive• David Ledford – Appalachian Wildlife Foundation
2:00 – 3:15 PM	Travel to Benham Schoolhouse Inn – 100 Central Ave. Benham, KY 40807 via the Appalachian Wildlife Refuge
3:30 PM	Check-in to Benham Schoolhouse Inn
4:00 PM	Travel to Portal 31 – 100 Church St., Lynch, KY 40855
4:15 – 5:30 PM	Portal 31 Tour and Presentation on the History and Importance of Coal to Eastern KY's Economy and Culture
5:30 PM	Travel to Benham Schoolhouse Inn – 100 Central Ave. Benham, KY



CONGRESSIONAL STAFF NETWORK
ON WORKFORCE AND ECONOMIC SECURITY

6:30 – 8:30 PM Dinner Meeting (Benham Schoolhouse Inn)

Continued Discussion about the Economy, Challenges, and On-going
Economic Development, Education, and Workforce Development
Efforts in Eastern Kentucky

- Dr. Bruce Ayers, Past President, SKCTS
- Hon. Dan Mosley – Harlan County Judge Executive
- Jared Arnett, Executive Director, Shaping Our Appalachian Region, Inc. (SOAR) & Blueprint
- Jeff Whitehead, Executive Director, EKCEP

Teleworks USA – Videos, Conversation; Q & A

Wednesday, August 30, 2017

Aligning Education, Workforce & Economic Development

7:30 AM – 8:00 AM Breakfast at the Benham Schoolhouse Inn

8:15 AM Travel to Hazard Community and Technical College (HCTC) – 101 Vo-Tech Drive, Hazard, KY 41701

- Trish Adams, Industry Liaison, EKCEP

10:00 - 11:30 AM Presentation and Tour of HCTC Lineman Training Program

- Dr. Jennifer Lindon, President, HCTC

11:30 AM Travel to EKCEP One-Stop Career Center – 412 Roy Campbell Dr. Hazard, KY 41701

11:45 – 2:30 PM One-Stop Career Center Tour and
Working Lunch and Facilitated Conversations

State Officials Discuss Kentucky's Plan for the State and Region

- Jeff Whitehead, Executive Director, Eastern Kentucky Concentrated Employment Program (EKCEP)
- Hal Heiner, Cabinet Secretary, Education and Workforce Development (Invited)
- Adam Meier, Deputy Chief of Staff for Policy, Kentucky Governor's Office
- Beth Kuhn, Commissioner, Kentucky Department of Workforce Investment



**CONGRESSIONAL STAFF NETWORK
ON WORKFORCE AND ECONOMIC SECURITY**

- Andy Hightower, Senior Policy Advisor, Governor's Education & Workforce Cabinet
- Jay Box, President, Kentucky Community and Technical College System (KCTCS) (Invited)
- Reecie Stagnolia, Vice President for Adult Education, Council on Post-Secondary Education

- 2:30 PM Travel to BitSource – 375 Hambley Blvd, Pikeville, KY 41501
- 3:30 – 4:45 PM BitSource Presentation and Meeting with Students/Employees on Employment and Training in E KY's Information Technology Sector
- Rusty Justice, Founder, BitSource
 - BitSource Employees and Students
- 4:45 PM Travel to Hilton Garden Inn – 849 Hambley Blvd., Pikeville, KY 41501
- 6:00 – 8:30 PM Dinner Meeting – 8th Floor, Hilton Garden Inn
Eastern KY's Opioid Addiction Crisis: Its Impact on the Region and What They are Doing About It
- Paul Patton, former Governor of Kentucky, Chancellor, University of Pikeville College - Welcome
 - Tim Robinson, CEO, Addiction Recovery Care, LLC – Discussion of Opioid Addiction Problem in Rural America and How the Eastern Kentucky is Addressing the Crisis.

Thursday, August 31, 2017

Advanced Manufacturing & Economic Development

- 7:00 AM Hotel Check-Out; Breakfast Buffet in Hotel
- 8:00 AM Travel to eKentucky Advanced Manufacturing Institute (eKAMI) – 120 Scott Perry Dr., Paintsville, KY 41240
- 9:00 -10:30 AM eKAMI Presentation
Eastern KY's Advanced Manufacturing Economy – What Jobs are Available and How the Region is Preparing its Workers
- Kathy Walker, CEO of eKAMI
 - Chuck Sexton, CEO, One East Kentucky
- 10:45 AM Travel to Cincinnati Airport



CONGRESSIONAL STAFF NETWORK
ON WORKFORCE AND ECONOMIC SECURITY

2:15 PM	Approximate Arrival at Cincinnati Airport
3:46 PM	Depart Cincinnati Airport -- American Flight 5609 to DCA
5:21 PM	Arrive at DCA

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

ETHIC JUL26 17AM10:52

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics** in SH-220. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Jake Baker

Name of Traveler: _____

Employing Office/Committee: - Senate HELP Committee - Chairman Alexander (R-TN)

Private Sponsor(s) (list all): Jobs for the Future w

Travel date(s): August 29 - 31, 2017 ULB

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Eastern Kentucky (Middlesboro, Benham, Hazard, Pikeville, and Paintsville)

Explain how this trip is specifically connected to the traveler's official or representational duties:

As an Education Professional Staff Member for the HELP Committee, I work on workforce development and education policy for Chairman Alexander. This trip will better my understanding how Federal policy can address the challenges of current education and workforce development conditions in a community that is in an economic decline.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

7-26-2017
(Date)

Jake Baker
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Lamar Alexander hereby authorize Jake Baker
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

7/26/17
(Date)

Lamar Alexander
(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

ETHIC JUL26*17AM10:52

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics** in SH-220. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Jake Baker

Name of Traveler: _____

Employing Office/Committee: Senate HELP Committee - Chairman Alexander (R-TN)

Private Sponsor(s) (list all): Jobs for the Future with a grant from the Joyce Foundation

Travel date(s): August 29 - 31, 2017

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Eastern Kentucky (Middlesboro, Benham, Hazard, Pikeville, and Paintsville)

Explain how this trip is specifically connected to the traveler's official or representational duties:

As an Education Professional Staff Member for the HELP Committee, I work on workforce development and education policy for Chairman Alexander. This trip will better my understanding how Federal policy can address the challenges of current education and workforce development conditions in a community that is in an economic decline.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

7-26-2017
(Date)

Jake Baker
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

Lamar Alexander

Jake Baker

I, _____ hereby authorize _____
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

7/26/17
(Date)

Lamar Alexander
(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Jobs for the Future with a grant from the Joyce Foundation.
2. Description of the trip: See attachment two and three.
3. Dates of travel: August 29, 2017 - August 31, 2017
4. Place of travel: Eastern Kentucky (Middlesboro, Benham, Hazard, Pikeville and Paintsville).
5. Name and title of Senate invitees: See attachment two.
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - ~~OR~~
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - ~~AND~~
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - ~~AND~~
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

~~OR~~

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

~~OR~~

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

N/A

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

See attachment three.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

See attachment three.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

See attachment three.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

See attachment three.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$500.75 - \$545.40 (includes all travel, airfare and ground transportation. See attachment four)	\$180.00 (Over two nights. See attachment four)	\$125.00 (Does not exceed government per diem of \$131.50 per person, over three days. See attachment four)	N/A

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

b) The trip involves events that are arranged or organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

See attachment two.

19. Name and location of hotel or other lodging facility:

Benham Schoolhouse Inn: 100 Central Ave, Benham KY 40807

Pikeville Hilton Garden Inn: 849 Hamble Blvd, Pikeville KY 41501

20. Reason(s) for selecting hotel or other lodging facility:

The hotels were chosen due to their location and fair pricing.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The lodging and meal expenses align with federal government travel per diem. See attachment four for more details.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

There will be coach air-fare travel.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: Ellen Albury

Name and Title: Ellen Alberding, President

Name of Organization: The Joyce Foundation

Address: 321 North Clark st. Suite #1500 Chicago, IL 60654

Telephone Number: 312-782-2464

Fax Number: _____

E-mail Address: swilkens@joycedn.org

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The lodging and meal expenses align with federal government travel per diem. See attachment four for more details.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

There will be coach airfare travel.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: Maria K. Flynn

Name and Title: Maria Flynn, CEO

Name of Organization: Jobs for the Future

Address: 122 C st NW Washington, D.C. 20001

Telephone Number: 617-728-4446

Fax Number: _____

E-mail Address: mflynn@jff.org

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Senate Staff:

Diane Browning, Legislative Assistant, Office of Senator Hatch

Lauren Marshall, Legislative Assistant, Office of Senator Warner

Bryce McKibben, Policy Advisor, Senate HELP Committee

Karishma Merchant, Legislative Assistant, Office of Senator Kaine

Senate staff have been invited as a result of their work on education and workforce development issues. All have primary responsibility over these federal issues in their offices. The site visit will highlight the successes and challenges of the education and workforce programs in Kentucky, specifically in the state's Eastern region.

Reason for Selecting Location: JFF selected Eastern Kentucky for this year's visit because the region has been very hard hit economically because of a significant decline in the region's main industry – coal mining. With an economy historically dependent on coal, and a geographic region that is extremely rural, this area has many challenges that state and local leaders are working hard to address. The visit will shed light on the region's economic and workforce challenges and also inform participants of the state's plans for stimulating economic development, addressing their education and skills deficits of its workers, increasing employment rates, and alleviating poverty in the region.

Attachment 3.

A) Role of Sponsor. Jobs for the Future (JFF) selects sites and topics of interest around which to base site visits and forums, taking into account congressional staff interest, the quality of programming, and whether or not these programs have a relationship to workforce development and education policy. JFF develops and executes the agenda; arranges logistics for the trip; and communicates with the staff. The Joyce Foundation provides a grant to Jobs for the Future to convene and implement the Congressional Staff Network on Workforce and Economic Security Issues.

- B) Purpose of the Trip and Mission of the Sponsor.** Jobs for the Future is interested in the development of education, training and supportive programs and policies that expand opportunities for low income and disconnected youth and adults to attain the education, training and credentials necessary to find good jobs and family sustain careers. JFF's work is informed by research, analysis, and best practice. The purpose of this trip is to examine high quality and innovative education and workforce training programs that focus on the economic needs of the state, the Eastern Kentucky region, its employers and its people. Staff will see innovative programs that meet the skill needs of the region's critical industries, talk with students, teachers, state and local officials and employers who are involved in the development and in carrying out these programs.
- C) History Carrying out Site Visits.** Jobs for the Future has carried out the Congressional Network on Workforce Development and Economic Security for over eight years. As part of that work we have held numerous local forums and conducted multiple site visits where senior congressional staff have the opportunity to see high quality workforce programs and learn from experts and practitioners on the ground, about the impact of federal policy in their fields of responsibility. Our visits have included programs in: Charlotte, NC; Bridgeport, CT; Cincinnati, OH; Madison, WI; Philadelphia, PA; Detroit, MI, Wichita, KS, Nashville, TN and Seattle, WA. The purpose of these trips (and the Network) is to provide in-depth learning opportunities for staff on workforce, education, and economic security issues.
- D) Other Education Activities.** JFF works with partners around the country to design and drive the adoption of education and career pathways leading to college and career readiness and career advancements for those struggling to succeed in today's economy. In more than 100 communities across 39 states, JFF improves the pathways leading from high school to college to family-sustaining careers.

Attachment 4: Good Faith Estimates for Senate Staff Travel and Meal Expenses

Airfares: Each individual's flight was \$395.75 - \$440.40 round-trip.

On the ground travel estimates: Transportation (via bus) for two and a half days of site visits: \$3,150 divided by 30 people = Approx. \$105 each.

Meals: Will meet government per diem rates of \$38.25 on first and last day of travel and \$55.00 for the second day of the trip.

August 29, 2017 – August 31, 2017
Eastern Kentucky

Congressional Staff Participants

Amy Jones
Director of Education and Human Services
Policy
House Education and Workforce Committee
Amy.jones@mail.house.gov

Alexander Payne
Education Policy Advisor
House Education and Workforce Committee
Alex.payne@mail.house.gov

06647

Jared Arnett
Executive Director
Shaping Our Appalachian Region Inc.
jared@soar-ky.org

James Redstone
Professional Staff Member
House Education and Workforce Committee
James.redstone@mail.house.gov

Dr. Bruce Ayers
Past President
Southeast Kentucky Community and Technical
College (SKCTC)
Bruce.ayers@kctcs.edu

Emily Slack
Professional Staff Member
House Education and Workforce Committee
emily.slack@mail.house.gov

Jay Box
President
Kentucky Community and Technical College
System (KCTCS)
Jay.box@kctcs.edu

Congressional Research Service

David Bradley
Specialist in Labor Economics
dbradley@crs.loc.gov

Hon. Albey Brock
Bell County Judge Executive
brock@bcje.com

Benjamin Collins
Analyst in Labor Policy
bcollins@crs.loc.gov

Hal Heiner
Cabinet Secretary
Education and Workforce Development
Hal.heiner@ky.gov

Boris Granovskiy
Analyst in Education Policy
bgranovskiy@crs.loc.gov

Andy Hightower
Senior Policy Advisor
Governor's Education & Workforce Cabinet
Andy.hightower@ky.gov

William Morton
Analyst in Income Security
wmorton@crs.loc.gov

Rusty Justice
 Founder
 BitSource
info@bitsourceky.com

Eastern Kentucky State Participants

Trish Adams
Industry Liaison
Eastern Kentucky Concentrated Employment
Program (EKCEP)
tadams@ekcep.org

Beth Kuhn
Commissioner
Kentucky Department of Workforce Investment
Beth.kuhn@ky.gov

Dr. Vic Adams
President
Southeast Kentucky Community and Technical
College (SKCTC)
Vic.adams@kctcs.edu

Dr. Jennifer Lindon
President
Hazard Community and Technical College
Jennifer.lindon@kctcs.edu



CONGRESSIONAL STAFF NETWORK
ON WORKFORCE AND ECONOMIC SECURITY

AGENDA

August 29-31, 2017
Site Visit to Eastern Kentucky

Tuesday, August 29

Eastern Kentucky Challenges and Outlook

7:07 AM	Depart DCA -- American Flight 4343
8:56 AM	Arrive Knoxville, TN
9:30 AM	Board Bus at Airport
9:30 – 11:30 AM	Travel to Middlesboro KY – Documentary on Eastern KY
12:00 Noon	Arrive Southeast Kentucky Community and Technical College (SKCTS), Middlesboro, KY
12:00 – 2:00 PM	Welcome, Lunch Meeting, and Tour Jeff Whitehead, Executive Director, Eastern Kentucky Concentrated Employment Program (EKCEP) Dr. Vic Adams – President, SKCTS Hon. Albey Brock – Bell County Judge Executive David Ledford – Appalachian Wildlife Foundation
2:00 – 3:15 PM	Travel to Benham, KY via the Appalachian Wildlife Refuge
3:15 PM	Arrive at Benham Schoolhouse Inn
3:30 – 5:30 PM	Tour and Presentation, Portal 31, Coal Mining in Eastern Kentucky
6:30 PM	Dinner Meeting (Benham Schoolhouse Inn) Continued Discussion about the Challenges and On-going Work in Eastern Kentucky Dr. Bruce Ayers, Past President, SKCTS Hon. Dan Mosley – Harlan County Judge Executive



**CONGRESSIONAL STAFF NETWORK
ON WORKFORCE AND ECONOMIC SECURITY**

Jared Arnett, Executive Director, Shaping Our Appalachian Region,
Inc. (SOAR) & Blueprint
Jeff Whitehead, Executive Director, EKCEP

Teleworks USA – Videos, Conversation; Q & A

Wednesday, August 30, 2017

Aligning Education, Workforce & Economic Development

8:00 AM	Depart Benham Schoolhouse Inn for Hazard
8:00 to 10 AM	Travel to Hazard, KY -- Breakfast on Bus Trish Adams, Industry Liaison, EKCEP
10:00 - 11:30 AM	Hazard Community and Technical College (HCTC) Dr. Jennifer Lindon, President, HCTC Presentation and Tour of Lineman Training Program
11:30 - 2:30 PM	Tour One-Stop Career Center, 412 Roy Campbell Dr. Hazard, KY Working Lunch and Facilitated Conversations Kentucky's Plan for the State and Region Hal Heiner, Cabinet Secretary, Education and Workforce Development Adam Meier, Deputy Chief of Staff for Policy, Kentucky Governor's Office Beth Kuhn, Commissioner, Kentucky Department of Workforce Investment Andy Hightower, Senior Policy Advisor, Governor's Education & Workforce Cabinet Jay Box, President, Kentucky Community and Technical College System (KCTCS) Reecie Stagnolia, Vice President for Adult Education, Council on Post Secondary Education Robert Stivers, Kentucky State Senate President, Clay County
2:30 PM	Depart One-Stop for Pikeville, KY

Baker, Jake (HELP Committee)

From: Taylor Maag <tmaag-intern@jff.org>
Sent: Wednesday, July 26, 2017 9:55 AM
To: Baker, Jake (HELP Committee); Browning, Dianne (Hatch); Contreras, Manuel (HELP Committee); Marshall, Lauren (Warner); Merchant, Karishma (Kaine); McKibben, Bryce (HELP Committee)
Cc: Mary Clagett; Lexi Barrett; Erica Cuevas
Subject: Re: Ethics Forms - JFF's Eastern Kentucky Site Visit
Attachments: EKY invitation.docx

Hi again Everyone!

It has come to our attention that you may need the initial invitation for the visit included in your ethics forms. It may not be necessary but just in case, attached is the invitation as a document. Again forms are due to the Ethics Committee by Friday - thanks and let me know if you have any questions.

Best,

Taylor Maag

From: Taylor Maag
Sent: Tuesday, July 25, 2017 2:35:35 PM
To: jake_baker@help.senate.gov; dianne_browning@hatch.senate.gov; manuel_contreras@help.senate.gov; lauren_marshall@warner.senate.gov; karishma_merchant@kaine.senate.gov; bryce_mckibben@help.senate.gov
Cc: Mary Clagett; Lexi Barrett; Erica Cuevas
Subject: Ethics Forms - JFF's Eastern Kentucky Site Visit

Hi Everyone!

We are getting very excited about our upcoming trip to Eastern Kentucky. Attached are the ethics forms required for your attendance. They are filled out with the appropriate signatures so please submit to the Senate Ethics Committee by this Friday, July 28th.

Thank you and let us know if you have any questions.

Best,

Taylor Maag and the JFF Policy Team